Web CMS

Web CMS
User Manual v. 1.2
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The Ohio Department of Transportation (ODOT)
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Preface

This is the user manual for the WebCMS (Website Construction Management System). It documents the features and functionality available in WebCMS.

This document has been produced by the Division of Information Technology (DoIT) within the Ohio Department of Transportation (ODOT). Feel free to contact the ODOT Service Desk at (614) 466-4978 or by email, servicedesk@dot.state.oh.us, if you should encounter any problems with this software or if you have questions that are not covered by this user manual.

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About this Document

This document describes how to use WebCMS. The purpose of this document, conventions of this document, and objectives of the WebCMS system are available here. WebCMS is the electronic reporting system for finances and material testing results from CMS. You must log in to view the test results in the system.

Objectives of the System

The primary objectives of the WebCMS system are to:

1. Provide finance information about projects, including bond information, estimate references, project payments, and contractor estimates.
2. Provide material testing results information for each P/S.
3. Provide project data, a list of change orders on a project, and the diary paybook for a project.
4. Display the information in a printable format for users.

Technical Requirements

The WebCMS system is an Internet application that uses Internet Explorer 6.0 (or newer) on Windows XP. Adobe Acrobat Reader 6.0 (or newer) is also required to view test results in this system.

Your screen resolution should be set to a MINIMUM of 1024x768. Some functionality may be limited otherwise.

Document Conventions

There are certain conventions used in this document to display different types of information clearly. You can view the explanations of the main conventions utilized here:

Keyboard Keys

When you must type a key on your keyboard, these instructions indicate a keystroke using boldface type. For example, press the **Tab** key to move to the next field.

Bold

Screen references to things such as buttons or screen names are identified by **boldface** font. For example, press the **Print** button. The **Windows Print** screen opens.

Links

There are links to other sections within this document, indicated in blue and underlined. You can click the link to jump to that section of this document. For example, refer to Navigating WebCMS for additional information on navigating the system.

Notes and Tips

In order to draw your attention to certain pieces of information, this information is indicated as a Note or Important.

Note: Notes contain helpful suggestions, references, or useful ancillary information.

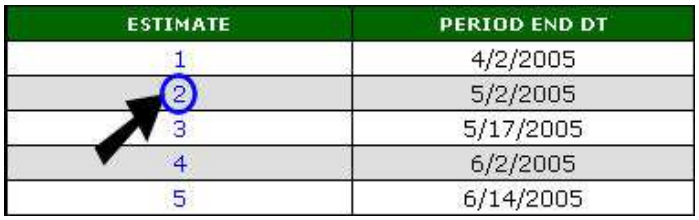
Important: Contains significant information about the operation or feature described.

Navigating WebCMS

The WebCMS system is accessible through the CMS Portal, using Microsoft Internet Explorer 6.0 (IE) or newer. A login is required only for the Test Results section where you can view the test results for materials for a particular producer/supplier (P/S). Instructions for navigating WebCMS are available in this section.

Finance Navigation

Whenever there is additional information available in WebCMS, the text is blue instead of black.



ESTIMATE	PERIOD END DT
1	4/2/2005
2	5/2/2005
3	5/17/2005
4	6/2/2005
5	6/14/2005

When you click on the link, the additional information opens. It may take awhile to load the information. If that occurs, the loading screen opens to let you know.

You may also be notified that the information loading process may take some time. If you want to cancel the request for information, click **Cancel**.

When performing a search in the test results, if the date range is greater than 180 days, the following message opens. You can perform searches on date ranges larger than 180 days and this message simply warns you that the search may take some time.

Microsoft Internet Explorer
You have chosen to search on ALL SAMPLES with a date range greater than 180 days (~6 months).
Please be patient as this search may take a while to complete.
OK

Test Results Navigation

When you select the aggregate, concrete, or asphalt type of test results, you view the related **Test Results Search Criteria** screen. You select the options from the menus, the date range from the calendars, and complete the process by selecting the correct button. After you download the material information, you can manipulate it in excel as you need to, including performing any calculations.

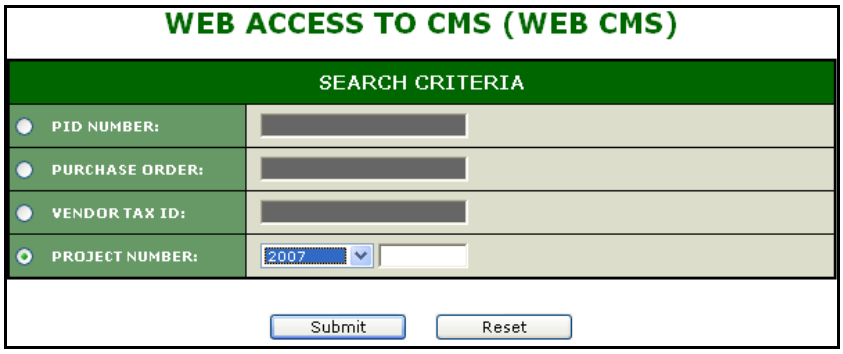
Applying for WebCMS Test Results Access

There are three request forms for access to the Test Results in Web CMS: initial access, update access, and change your administrator.

1. When you request **initial access** to Web CMS, your company is added to Web CMS so you can view your test results. You are given a username and password so you can log into Web CMS. Then whatever plants you list on the application will be available for you to view their test results.
2. When you request to **update access** to Web CMS, you can add plants to view, whether they are aggregate, concrete, or asphalt plants. You can also delete plants from your view. Deleting a plant just deletes it from viewing but it does NOT delete it from CMS in any way.
3. When you request to **change your administrator**, you are requesting the administrator information be changed or updated as it relates to your Web CMS login. Your password will change and a new one will be emailed to you but your username will NOT change.

Finance Project Number Search

When you want to view the project data, finance information, change orders, and diary paybook information for a particular project, enter the project number on the **Web Access to CMS** search criteria screen.



Navigation

The various navigation options available for this section are described here.

Left Frame Navigation

After you enter a project number and click **Submit**, the left frame navigation options appear.

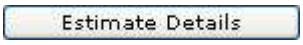
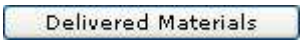
The links are described in this table:

Link	Description
Home/Search	Click to return to the main search criteria screen on the **Web Access to CMS (Web CMS)** screen.
Project Data	Click to view the project information, an overview of the project.
These four were all contained in the FINANCE INFO link	
Bond Information	Click to view the bond information for this project.
Estimate Reference	Click to view the estimates for this project by estimate number.

Link	Description
Project Payments	Click to view all of the payments made on this project.
Contractor Estimates	Click to view the estimates paid to a contractor on this project. You can view the details of each estimate, all reference items on the estimate, and the list of delivered materials on each estimate.
Change Orders	Click to view the list of all change orders on a project.
Diary Paybook	Click to view the daily diary paybook information for the project.

Buttons

There are buttons and links you can use to navigate the search information.

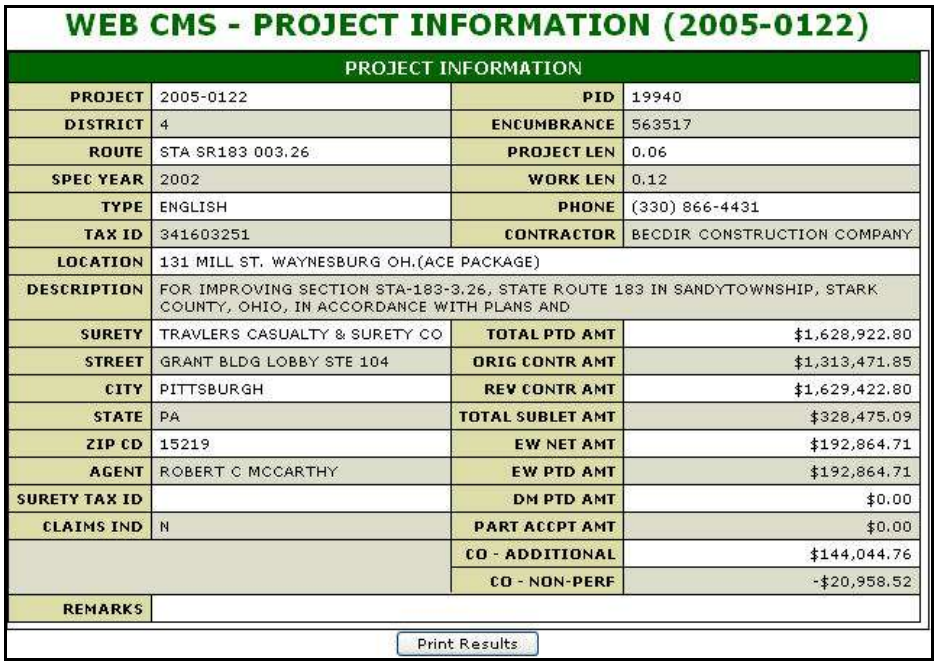
Button	Image	Description
Submit		Click to submit the information for a search.
Reset		Click to reset the information to the default settings and clear all information.
Print		Click to print the list of results that display. When the Windows print screen opens, you can select a specific page to print from the list.
Link		Click the specific estimate number to view the details overview for the estimate.
Estimate Details		In Contractor Estimates, this button is available when you click the link to a specific Estimate. Click to view the details about the estimate. Click this button once to view the estimate details then click again to hide the estimate details.
All Reference Items		In Contractor Estimates, this button is available when you click the link to a specific Estimate. Click to view the all reference items for the estimate selected. Click this button once to view the reference items for this estimate then click again to hide the reference items for this estimate.
Delivered Materials		In Contractor Estimates, this button is available when you click the link to a specific Estimate. Click to view the list of materials delivered for this estimate on this project. Click this button once to view the delivered materials then click again to hide the delivered materials.

Project Data

When you enter the project number on the search criteria screen, this information opens by default. To return to this screen at any time while viewing the project information from the Project Nbr search, follow these steps:

1. Click the down arrow on the CMS Portal for Web CMS – Finance. The **Web Access to CMS (Web CMS)** screen opens.
2. Type the project number in the Project Nbr field.

3. Click **Submit**. The **Project Information** screen opens.



WEB CMS - PROJECT INFORMATION (2005-0122)

PROJECT INFORMATION			
PROJECT	2005-0122	PID	19940
DISTRICT	4	ENCUMBRANCE	563517
ROUTE	STA SR183 003.26	PROJECT LEN	0.06
SPEC YEAR	2002	WORK LEN	0.12
TYPE	ENGLISH	PHONE	(330) 866-4431
TAX ID	341603251	CONTRACTOR	BECDIR CONSTRUCTION COMPANY
LOCATION	131 MILL ST. WAYNESBURG OH.(ACE PACKAGE)		
DESCRIPTION	FOR IMPROVING SECTION STA-183-3.26, STATE ROUTE 183 IN SANDYTOWNSHIP, STARK COUNTY, OHIO, IN ACCORDANCE WITH PLANS AND		
SURETY	TRAVLERS CASUALTY & SURETY CO	TOTAL PTD AMT	$1,628,922.80
STREET	GRANT BLDG LOBBY STE 104	ORIG CONTR AMT	$1,313,471.85
CITY	PITTSBURGH	REV CONTR AMT	$1,629,422.80
STATE	PA	TOTAL SUBLET AMT	$328,475.09
ZIP CD	15219	EW NET AMT	$192,864.71
AGENT	ROBERT C MCCARTHY	EW PTD AMT	$192,864.71
SURETY TAX ID		DM PTD AMT	$0.00
CLAIMS IND	N	PART ACCPT AMT	$0.00
		CO - ADDITIONAL	$144,044.76
		CO - NON-PERF	-$20,958.52
REMARKS			

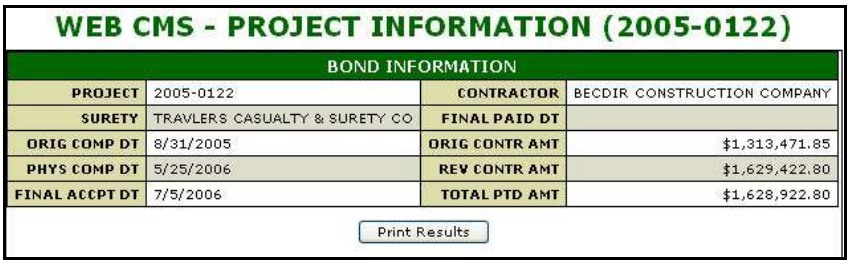
Print Results

4. An overview of project information displays. To view other information, choose the appropriate link in the left frame.

Bond Information

The Bond Information link was part of the Finance Info link in the previous system. To view the bond information related to this project, follow these steps:

1. After you open the **Project Information** screen, click the Bond Information link in the left frame. The **Bond Information** screen opens.



WEB CMS - PROJECT INFORMATION (2005-0122)

BOND INFORMATION			
PROJECT	2005-0122	CONTRACTOR	BECDIR CONSTRUCTION COMPANY
SURETY	TRAVLERS CASUALTY & SURETY CO	FINAL PAID DT	
ORIG COMP DT	8/31/2005	ORIG CONTR AMT	$1,313,471.85
PHYS COMP DT	5/25/2006	REV CONTR AMT	$1,629,422.80
FINAL ACCPT DT	7/5/2006	TOTAL PTD AMT	$1,628,922.80

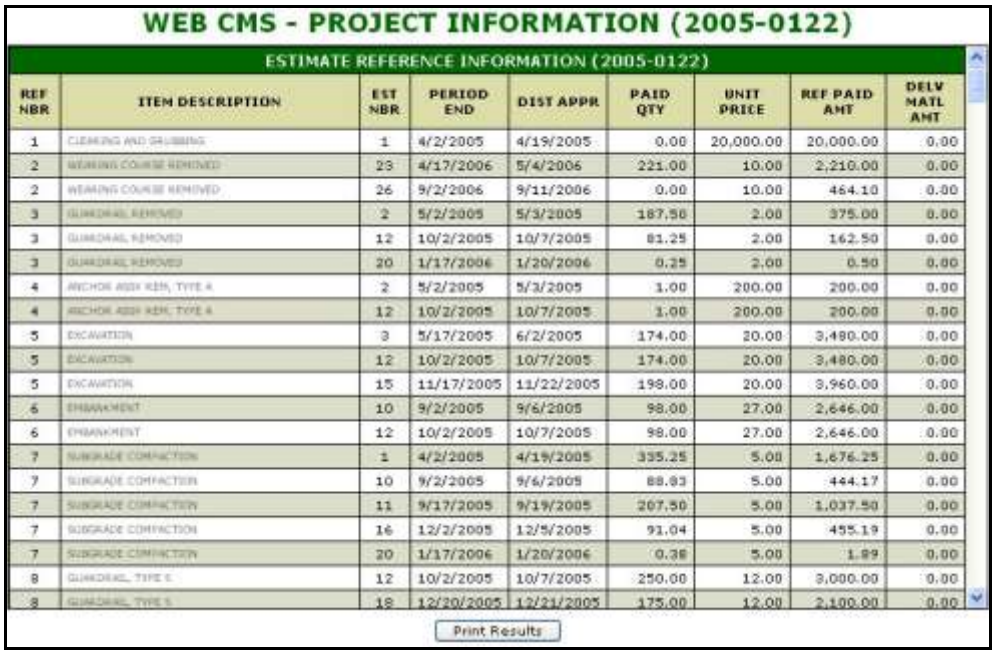
Print Results

2. An overview of bond information displays. To view other information, choose the appropriate link in the left frame.

Estimate Reference

The Estimate Reference link was part of the Finance Info link in the previous system. To view the estimate reference information related to this project, follow these steps:

1. After you open the **Project Information** screen, click the Estimate Reference link in the left frame. The **Estimate Reference Information** screen opens.



WEB CMS - PROJECT INFORMATION (2005-0122)

ESTIMATE REFERENCE INFORMATION (2005-0122)

REF NBR	ITEM DESCRIPTION	EST NBR	PERIOD END	DIST APPR	PAID QTY	UNIT PRICE	REF PAID AMT	DELV MATL AMT
1	CLEARING AND GRUBBING	1	4/2/2005	4/19/2005	0.00	20,000.00	20,000.00	0.00
2	WEARING COURSE REMOVED	23	4/17/2006	5/4/2006	221.00	10.00	2,210.00	0.00
2	WEARING COURSE REMOVED	26	9/2/2006	9/11/2006	0.00	10.00	464.10	0.00
3	GUARDRAIL REMOVED	2	5/2/2005	5/3/2005	187.50	2.00	375.00	0.00
3	GUARDRAIL REMOVED	12	10/2/2005	10/7/2005	81.25	2.00	162.50	0.00
3	GUARDRAIL REMOVED	20	1/17/2006	1/20/2006	0.25	2.00	0.50	0.00
4	ANCHOR ASSY REM, TYPE A	2	5/2/2005	5/3/2005	1.00	200.00	200.00	0.00
4	ANCHOR ASSY REM, TYPE A	12	10/2/2005	10/7/2005	1.00	200.00	200.00	0.00
5	EXCAVATION	3	5/17/2005	6/2/2005	174.00	20.00	3,480.00	0.00
5	EXCAVATION	12	10/2/2005	10/7/2005	174.00	20.00	3,480.00	0.00
5	EXCAVATION	15	11/17/2005	11/22/2005	198.00	20.00	3,960.00	0.00
6	EMBANKMENT	10	9/2/2005	9/6/2005	98.00	27.00	2,646.00	0.00
6	EMBANKMENT	12	10/2/2005	10/7/2005	98.00	27.00	2,646.00	0.00
7	SUBGRADE COMPACTION	1	4/2/2005	4/19/2005	335.25	5.00	1,676.25	0.00
7	SUBGRADE COMPACTION	10	9/2/2005	9/6/2005	88.83	5.00	444.17	0.00
7	SUBGRADE COMPACTION	11	9/17/2005	9/19/2005	207.50	5.00	1,037.50	0.00
7	SUBGRADE COMPACTION	16	12/2/2005	12/5/2005	91.04	5.00	455.19	0.00
7	SUBGRADE COMPACTION	20	1/17/2006	1/20/2006	0.38	5.00	1.89	0.00
8	GUARDRAIL, TYPE 5	12	10/2/2005	10/7/2005	250.00	12.00	3,000.00	0.00
8	GUARDRAIL, TYPE 5	18	12/20/2005	12/21/2005	175.00	12.00	2,100.00	0.00

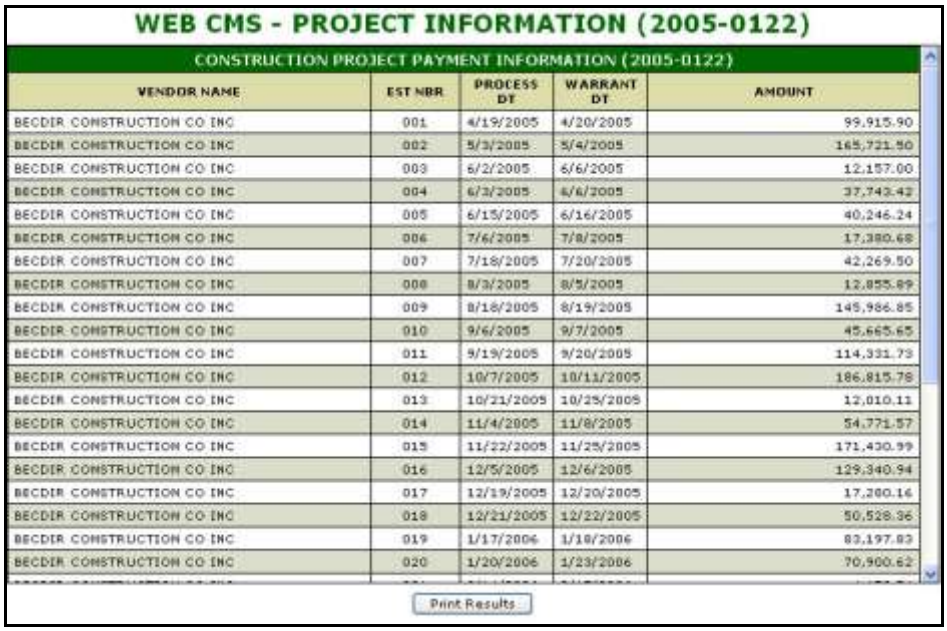
Print Results

2. An overview of the estimate reference information displays. To view other information, choose the appropriate link in the left frame.

Project Payments

The Project Payments link was part of the Finance Info link in the previous system. To view the project payments related to this project, follow these steps:

1. After you open the **Project Information** screen, click the Project Payments link in the left frame. The **Construction Project Payment Information** screen opens.

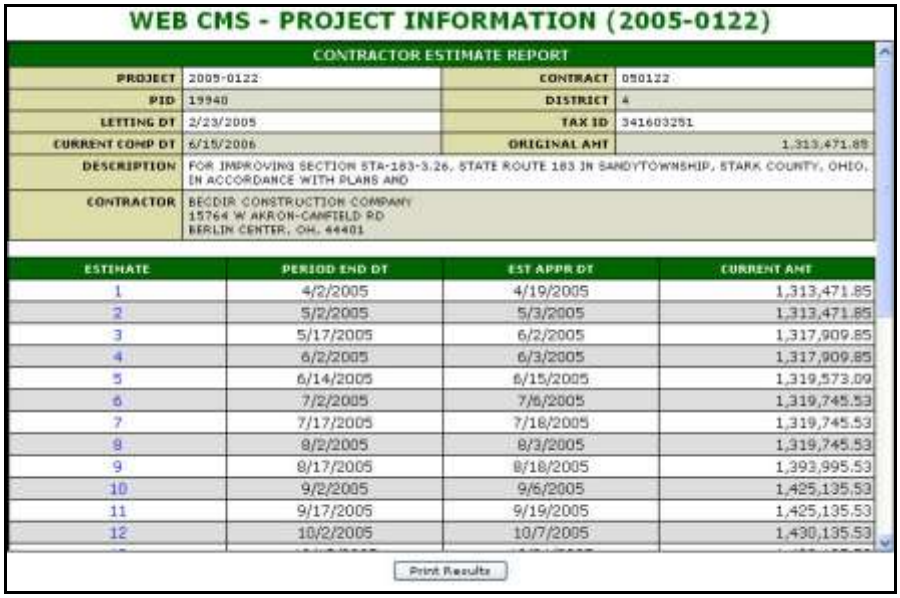

WEB CMS - PROJECT INFORMATION (2005-0122)
CONSTRUCTION PROJECT PAYMENT INFORMATION (2005-0122)
VENDOR NAME | EST NBR | PROCESS DT | WARRANT DT | AMOUNT
BECDIR CONSTRUCTION CO INC | 001 | 4/19/2005 | 4/20/2005 | 99,915.90
BECDIR CONSTRUCTION CO INC | 002 | 5/3/2005 | 5/4/2005 | 165,721.50
BECDIR CONSTRUCTION CO INC | 003 | 6/2/2005 | 6/6/2005 | 12,157.00
BECDIR CONSTRUCTION CO INC | 004 | 6/3/2005 | 6/6/2005 | 37,743.42
BECDIR CONSTRUCTION CO INC | 005 | 6/15/2005 | 6/16/2005 | 40,246.24
BECDIR CONSTRUCTION CO INC | 006 | 7/6/2005 | 7/8/2005 | 17,380.68
BECDIR CONSTRUCTION CO INC | 007 | 7/18/2005 | 7/20/2005 | 42,269.50
BECDIR CONSTRUCTION CO INC | 008 | 8/3/2005 | 8/5/2005 | 12,855.89
BECDIR CONSTRUCTION CO INC | 009 | 8/18/2005 | 8/19/2005 | 145,986.85
BECDIR CONSTRUCTION CO INC | 010 | 9/6/2005 | 9/7/2005 | 45,665.65
BECDIR CONSTRUCTION CO INC | 011 | 9/19/2005 | 9/20/2005 | 114,331.73
BECDIR CONSTRUCTION CO INC | 012 | 10/7/2005 | 10/11/2005 | 186,815.78
BECDIR CONSTRUCTION CO INC | 013 | 10/21/2005 | 10/25/2005 | 12,010.11
BECDIR CONSTRUCTION CO INC | 014 | 11/4/2005 | 11/8/2005 | 54,771.57
BECDIR CONSTRUCTION CO INC | 015 | 11/22/2005 | 11/25/2005 | 171,430.99
BECDIR CONSTRUCTION CO INC | 016 | 12/5/2005 | 12/6/2005 | 129,340.94
BECDIR CONSTRUCTION CO INC | 017 | 12/19/2005 | 12/20/2005 | 17,260.16
BECDIR CONSTRUCTION CO INC | 018 | 12/21/2005 | 12/22/2005 | 50,528.36
BECDIR CONSTRUCTION CO INC | 019 | 1/17/2006 | 1/18/2006 | 83,197.83
BECDIR CONSTRUCTION CO INC | 020 | 1/20/2006 | 1/23/2006 | 70,900.62
Print Results

2. An overview of the project payment information displays. To view other information, choose the appropriate link in the left frame.

Contractor Estimates

The Contractor Estimates link was part of the Finance Info link in the previous system. To view the contractor estimates related to this project, follow these steps:

1. After you open the **Project Information** screen, click the Contractor Estimates link in the left frame. The **Construction Project Payment Information** screen opens.



2. An overview of the project payment information displays. To view other information, choose the appropriate link in the left frame.

Estimate Summary

To view the estimate summary, from which you can view the estimate details, all reference items for the estimate, and the delivered materials for the estimate, follow these steps:

1. Click the estimate number. This is a link to open the summary screen.

ESTIMATE SUMMARY

Original Contract Amount:	1,313,471.85	Work Completed To Date:	373,164.74
Additions:	6,273.68	Delivered Materials:	0.00
Non-Performance:	0.00	Liquidated Damages:	0.00
Revised Contract Amount:	1,319,745.53	Thin Pavement:	0.00
Work Completed To Date:	-373,164.74	Incentive:	0.00
Delivered Materials:	0.00	Disincentive:	0.00
Contract Balance:	946,580.79	Other:	0.00
		Total Amount Due To Date:	373,164.74
		Previous Payments:	-355,784.06
		Amount Due This Estimate:	17,380.68

Estimate Details
All Reference Items
Delivered Materials

This screen gives you a summary of the estimate information. To use the buttons, click once to view the information and click the button a second time to hide the information.

2. Click **Estimate Details** button to view the details of this estimate. Click **Estimate Details** again to hide this information.

ESTIMATE DETAILS REPORT

Ref Nbr	Item	Item Description	Unit	Unit Price	Bid Qty	Cur Qty	Qty This Est	Qty PTD	Amt This Est	Amt PTD
52	507E00600	14" CIP REIN CONCRETE PILES, DRIVEN	FT	9.00	1,960.00	1,960.00	773.75	773.75	6,963.75	6,963.75
54	509E10000	EPOXY COATED REINFORCING STEEL	LB	0.85	136,642.00	136,642.00	4,422.27	6,587.71	3,758.93	5,599.55
58	511E46500	CLASS C CONCRETE, FOOTING	CY	220.00	70.00	70.00	16.25	16.25	3,575.00	3,575.00
76	614E11000	MAINTAINING TRAFFIC	LS	27,000.00	0.00	0.00	0.00	0.00	2,250.00	27,000.00
78	623E10000	CONSTRUCTION LAYOUT STAKES	LS	10,000.00	0.00	0.00	0.00	0.00	833.00	10,000.00

3. Click **All Reference Items** to view the reference items for this estimate. Click **All Reference Items** again to hide this information. This displays all reference items, not just the active or most recent ones.

ESTIMATE DETAILS REPORT										
Ref Nbr	Item	Item Description	Unit	Unit Price	Bid Qty	Cur Qty	Qty This Est	Qty PTD	Amt This Est	Amt PTD
1	201E11000	CLEARING AND GRUBBING	LS	20,000.00	0.00	0.00	0.00	0.00	0.00	20,000.00
2	202E23500	WEARING COURSE REMOVED	SY	10.00	706.00	706.00	0.00	0.00	0.00	0.00
3	202E38000	GUARDRAIL REMOVED	FT	2.00	282.00	282.00	0.00	187.50	0.00	375.00
4	202E42000	ANCHOR ASSY REM, TYPE A	EACH	200.00	2.00	2.00	0.00	1.00	0.00	200.00
5	203E10000	EXCAVATION	CY	20.00	546.00	546.00	0.00	174.00	0.00	3,480.00
6	203E20000	EMBANKMENT	CY	27.00	196.00	196.00	0.00	0.00	0.00	0.00
7	204E10000	SUBGRADE COMPACTION	SY	5.00	860.00	860.00	0.00	335.25	0.00	1,676.25

4. Click **Delivered Materials** to view the materials delivered for this estimate. Click **Delivered Materials** again to hide this information.

DELIVERED MATERIALS REPORT						
REF NBR	ITEM	ITEM DESCRIPTION	UNIT PRICE	AMT THIS EST	AMT TO DT	PAID TO DT
No delivered materials data exists for this Estimate (18)						

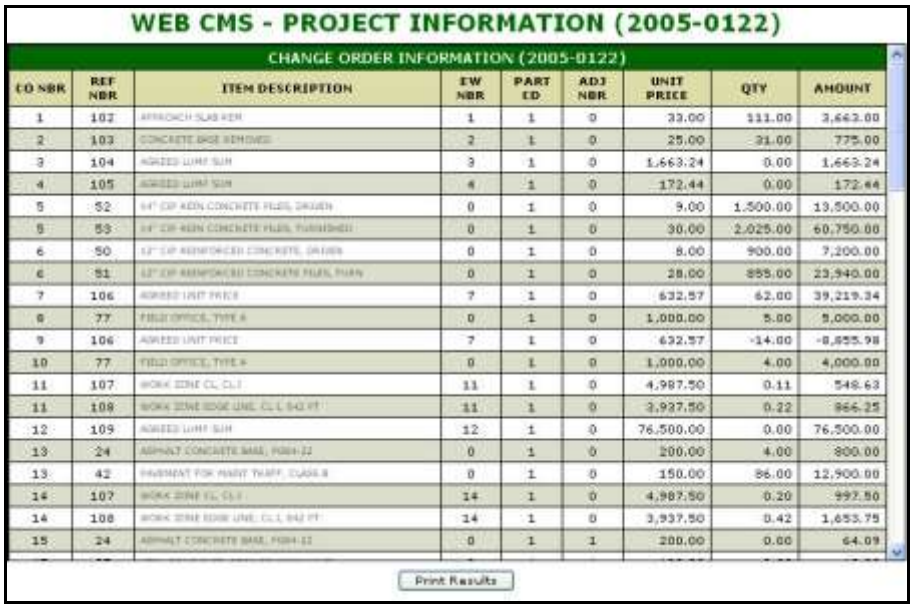
5. Click the estimate link to close the **Estimate Summary** screen.

   Note: If there are information screens still open, this is due to any buttons that are not clicked a second time to close that information. So click the estimate link again then click that button on the **Estimate Summary** screen to close that information screen.

Change Orders

To view the list of change orders related to this project, follow these steps:

1. After you open the **Project Information** screen, click the Change Orders link in the left frame. The **Change Order Information** screen opens.

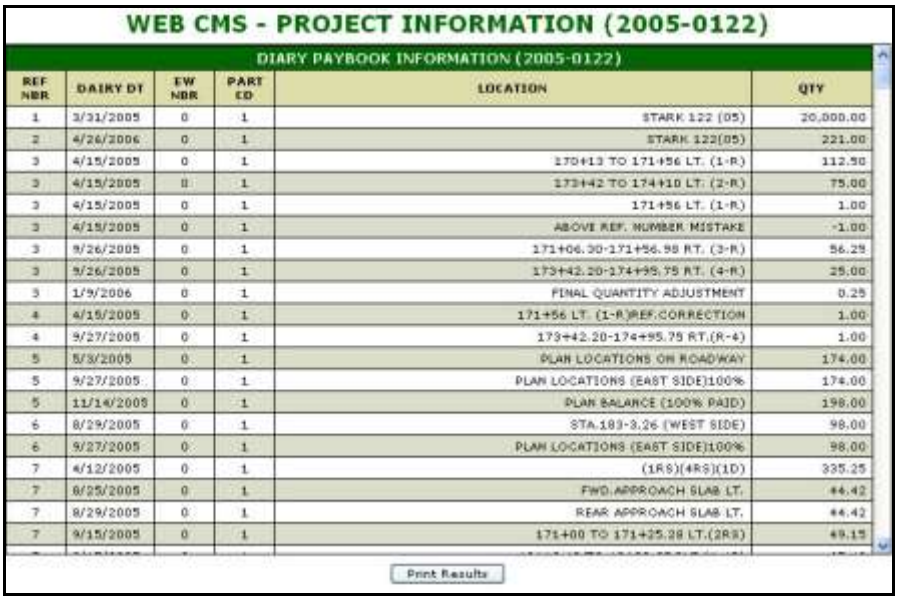


2. An overview of the change order information displays. To view other information, choose the appropriate link in the left frame.

Diary Paybook

To view the daily diary paybook information related to this project, follow these steps:

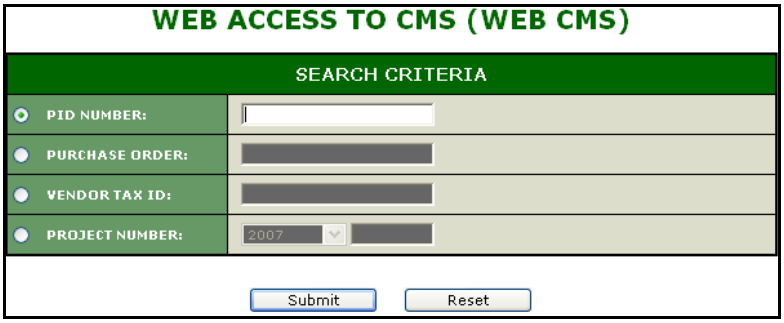
1. After you open the **Project Information** screen, click the Diary Paybook link in the left frame. The **Diary Paybook Information** screen opens.



2. An overview of the diary paybook information displays. To view other information, choose the appropriate link in the left frame.

Finance PID Search

When you want to view the CMS accounting payments, enter the PID Number on the **Web Access to CMS** search criteria screen.



Navigation

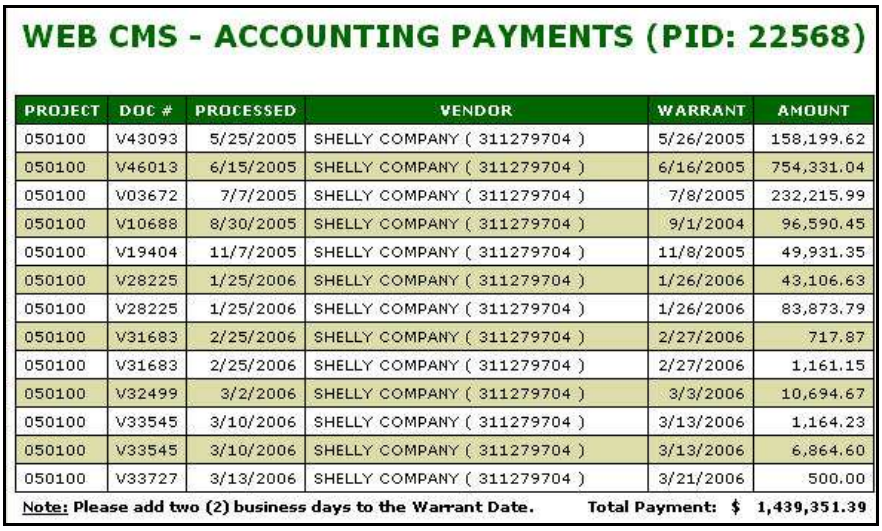
There are buttons and links you can use to navigate the search information.

Button	Image	Description
Submit	Submit	Click to submit the information for a search.
Reset	Reset	Click to reset the information to the default settings and clear all information. When the Windows print screen opens, you can select a specific page to print from the list.
Print	Print	Click to print the list of results that display.

Searching by PID

To view the accounting payments made on a particular project, follow these steps:

1. Click the down arrow on the CMS Portal for Web CMS – Finance. The **Web Access to CMS (Web CMS)** screen opens.
2. Type the PID in the Project ID field.
3. Click **Submit**. The **Web CMS – Accounting Payments** screen opens.



WEB CMS - ACCOUNTING PAYMENTS (PID: 22568)

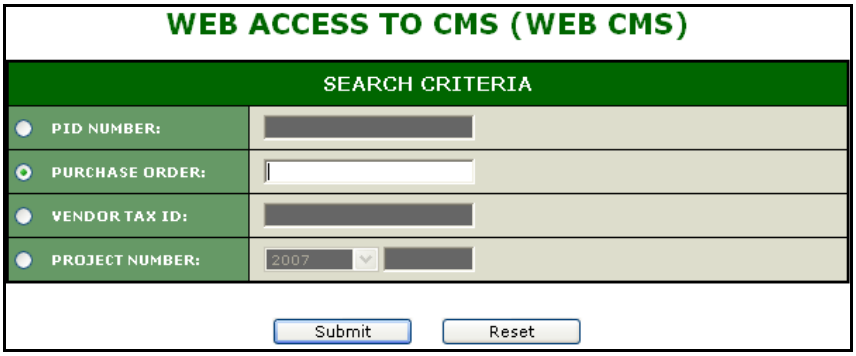
PROJECT	DOC #	PROCESSED	VENDOR	WARRANT	AMOUNT
050100	V43093	5/25/2005	SHELLY COMPANY (311279704)	5/26/2005	158,199.62
050100	V46013	6/15/2005	SHELLY COMPANY (311279704)	6/16/2005	754,331.04
050100	V03672	7/7/2005	SHELLY COMPANY (311279704)	7/8/2005	232,215.99
050100	V10688	8/30/2005	SHELLY COMPANY (311279704)	9/1/2004	96,590.45
050100	V19404	11/7/2005	SHELLY COMPANY (311279704)	11/8/2005	49,931.35
050100	V28225	1/25/2006	SHELLY COMPANY (311279704)	1/26/2006	43,106.63
050100	V28225	1/25/2006	SHELLY COMPANY (311279704)	1/26/2006	83,873.79
050100	V31683	2/25/2006	SHELLY COMPANY (311279704)	2/27/2006	717.87
050100	V31683	2/25/2006	SHELLY COMPANY (311279704)	2/27/2006	1,161.15
050100	V32499	3/2/2006	SHELLY COMPANY (311279704)	3/3/2006	10,694.67
050100	V33545	3/10/2006	SHELLY COMPANY (311279704)	3/13/2006	1,164.23
050100	V33545	3/10/2006	SHELLY COMPANY (311279704)	3/13/2006	6,864.60
050100	V33727	3/13/2006	SHELLY COMPANY (311279704)	3/21/2006	500.00

Note: Please add two (2) business days to the Warrant Date. **Total Payment: $ 1,439,351.39**

The list of payments made to the vendor on the project displays, including a total amount paid out.

Finance Purchase Order Search

When you want to view the CMS purchase payments, enter the purchase order (PO) number on the **Web Access to CMS** search criteria screen.



Navigation

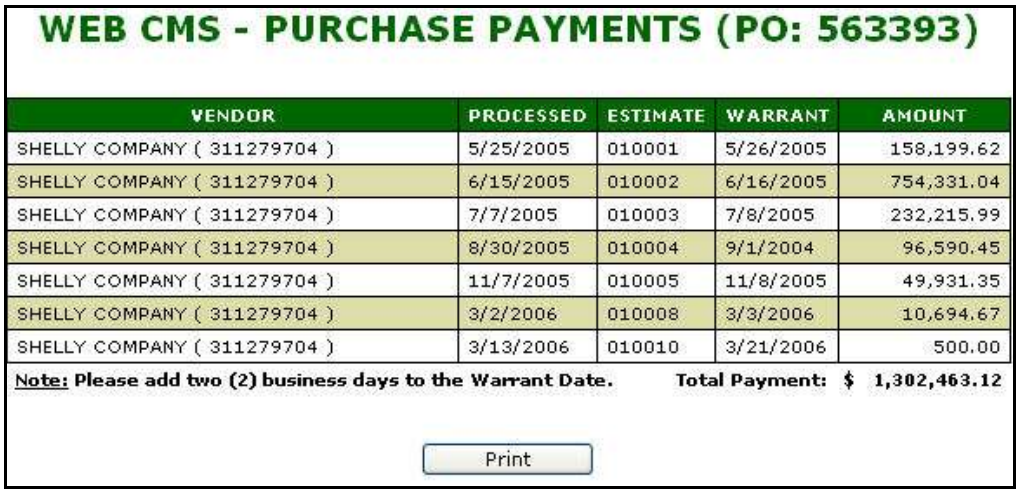
There are buttons and links you can use to navigate the search information.

Button	Image	Description
Submit	Submit	Click to submit the information for a search.
Reset	Reset	Click to reset the information to the default settings and clear all information.
Print	Print	Click to print the list of results that display. When the Windows print screen opens, you can select a specific page to print from the list.

Searching by Purchase Order

To view the payments for purchases made on a particular project, follow these steps:

1. Click the down arrow on the CMS Portal for Web CMS – Finance. The **Web Access to CMS (Web CMS)** screen opens.
2. Type the PO number in the Purchase Order field.
3. Click **Submit**. The **Web CMS – Purchase Payments** screen opens.



WEB CMS - PURCHASE PAYMENTS (PO: 563393)

VENDOR	PROCESSED	ESTIMATE	WARRANT	AMOUNT
SHELLY COMPANY (311279704)	5/25/2005	010001	5/26/2005	158,199.62
SHELLY COMPANY (311279704)	6/15/2005	010002	6/16/2005	754,331.04
SHELLY COMPANY (311279704)	7/7/2005	010003	7/8/2005	232,215.99
SHELLY COMPANY (311279704)	8/30/2005	010004	9/1/2004	96,590.45
SHELLY COMPANY (311279704)	11/7/2005	010005	11/8/2005	49,931.35
SHELLY COMPANY (311279704)	3/2/2006	010008	3/3/2006	10,694.67
SHELLY COMPANY (311279704)	3/13/2006	010010	3/21/2006	500.00

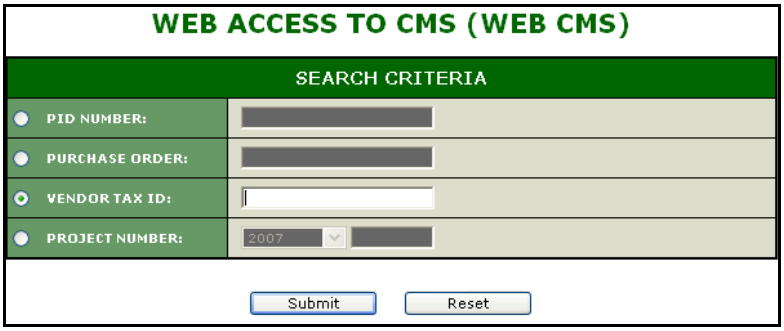
Note: Please add two (2) business days to the Warrant Date. **Total Payment: $ 1,302,463.12**

Print

The list of payments made for purchases on the project displays, including a total amount of purchases.

Finance Vendor Search

When you want to view the CMS vendor payments made to a vendor by project, enter the vendor number on the **Web Access to CMS** search criteria screen.



Navigation

There are buttons and links you can use to navigate the search information.

Button	Image	Description
Submit	Submit	Click to submit the information for a search.
Reset	Reset	Click to reset the information to the default settings and clear all information.
Print	Print	Click to print the list of results that display. When the Windows print screen opens, you can select a specific page to print from the list.

Searching by Vendor

To view the list of payments made to vendors for a particular project, follow these steps:

1. Click the down arrow on the CMS Portal for Web CMS – Finance. The **Web Access to CMS (Web CMS)** screen opens.
2. Type the vendor tax ID number in the Vendor Tax ID field.
3. Click **Submit**. The **Web CMS – Vendor Payments** screen opens. These pages are divided into the page layouts that would print when you click **Print**.

WEB CMS - VENDOR PAYMENTS (311279704 - SHELLY COMPANY) [Page: 92]

PROJECT	ENC/PO	PROCESSED	EST	WARRANT	AMOUNT
010400	556691	11/2/2001	02	11/6/2001	243,622.73
010400	556691	10/18/2001	01	10/24/2001	46,198.10
010400	556691	10/18/2001	01	11/4/2003	46,198.10
010382	556660	10/15/2001	02	10/19/2001	9,289.00
010382	556660	9/25/2001	01	10/1/2001	162,774.30
	033528	6/9/1998	20	6/16/1998	2,091.37
	033528	4/14/1998	67	4/20/1998	125.25
	033528	4/8/1998	06	4/14/1998	650.63
	033528	3/6/1998	27	3/12/1998	93.50
	033528	2/10/1998	01	2/13/1998	1,468.75
	033528	2/9/1998	41	2/13/1998	93.50
	033528	2/9/1998	95	2/13/1998	190.50
	033528	1/14/1998	79	1/21/1998	601.50
	033528	12/16/1997	61	12/24/1997	1,974.00
		11/14/1997	87	11/20/1997	227.50
	068227	8/18/1997	59	8/20/1997	2,787.50
	069087	8/18/1997	59	8/20/1997	1,368.00
	068227	7/23/1997	78	8/4/1997	5,600.00
	069087	7/23/1997	78	8/4/1997	4,632.00

Note: Please add two (2) business days to the Warrant Date.

Page (92) Total: $ 529,986.23

Total Payment: $ 511,707,009.24

Print

The list of payments made to vendors on the project displays, including a total amount paid out.

Finance Test Results

When you want to search the testing results for material test results, you can select a specific P/S for the company, a specific material, or all materials.

Navigation

There are buttons and links you can use to navigate the search information.

Navigation	Image	Description
Submit button	Submit	Click to submit the information for a search.
Reset button	Reset	Click to reset the information to the default settings and clear all information.
Print button	Print Print	Click to print the list of results that display. When the Windows print screen opens, you can select a specific page to print from the list. When unavailable, the **Print** button is grayed out.
Back button	Back Back	Click to go back a screen. When unavailable, the **Back** button is grayed out.
Link	00865146-01	Click to view the details of the material sample number.
Print button		Materials testing details open in Adobe Acrobat. Click this button to print the details information.
Save button		Materials testing details open in Adobe Acrobat. Click this button to save the details information.

Searching by P/S

To perform a search for material testing information for each P/S in the company that is logged in, follow these steps:

1. Log into WebCMS – Test Results. The **Search Criteria** screen opens.
2. Select a producer/supplier from the list.
3. Select beginning date for the date range.
4. Select an end date for the date range. If the date range is larger than six months and the search is for all samples, a warning message opens. Click **OK** to continue.

5. Click **Submit**. The search results open.
6. Click the Smpl Nbr link to view the detailed test results. The **Test Results – Sample** screen opens in the right frame, in Adobe Acrobat.

Searching by Material

To perform a search for material testing information for a specific material for the company logged in, follow these steps:

1. Log into WebCMS – Test Results. The **Search Criteria** screen opens.
2. Select a material from the list.
3. Select beginning date for the date range.
4. Select an end date for the date range. If the date range is larger than six months and the search is for all samples, a warning message opens. Click **OK** to continue.
5. Click **Submit**. The search results open. These columns are different from the search columns when the search is performed using the P/S.
6. Click the Smpl Nbr link to view the detailed test results. The **Test Results – Sample** screen opens in the right frame.

Test Results

WebCMS has testing results available for aggregate, concrete, and asphalt P/S. This document covers all three types of results. However, unless you have a login that allows you to view more than one result type, you should just refer to the section of this document that relates to your type of login. At any time while you're working in WebCMS, you can go back and choose aggregate or asphalt test results.

The aggregate test results display one material result for the selected plant, one at a time. The concrete test results display all of the results related to a particular material code for the selected plant.

Logging In

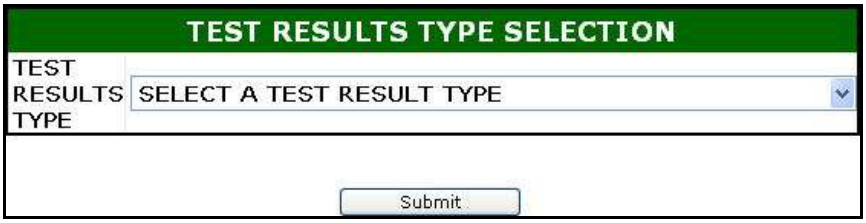
To log in and view test results, follow these steps:

1. Click the down arrow on the CMS Portal for Web CMS – Test Results. The **Web Access to CMS (Web CMS)** screen opens.
2. Type your username in the Username field.
3. Type your password in the Password field.
4. Click **Submit** or press **Enter**. The **Test Results Type Selection** screen opens.

From here you select the type of test results to view.

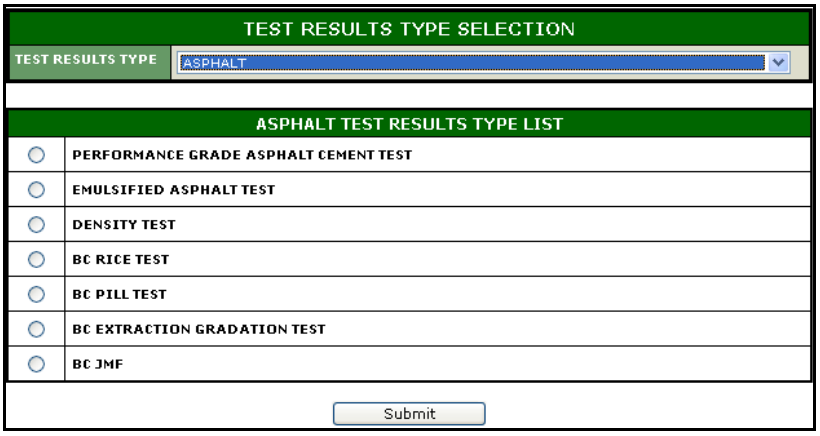
Test Results Type Selection

When you log into WebCMS, you must choose the test results type from the Test Results Type menu—Aggregate, Concrete, or Asphalt—then click **Submit**.



After you select the Aggregate or Concrete test result types, the related test results screen opens. For example, select Concrete and the **Concrete Test Results Search Criteria** screen opens:

If you select Asphalt, the list of test results displays.



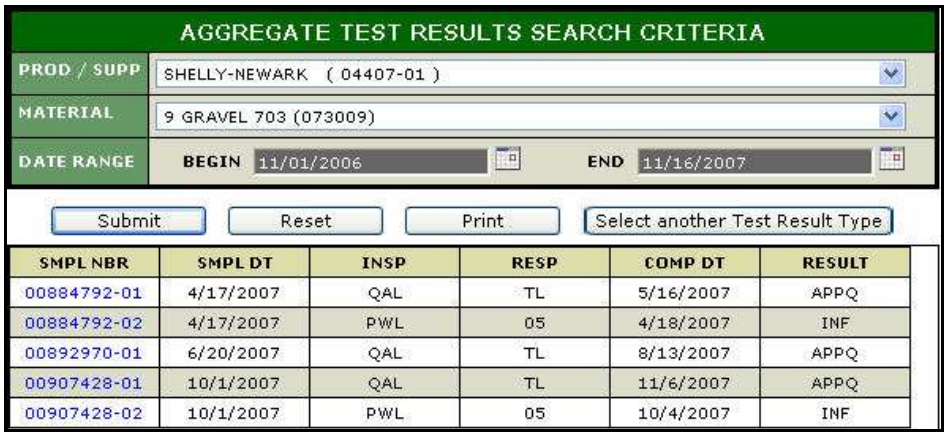
Choose the test results you want to view from the list and click **Submit**. The report opens with the Asphalt Test Results options, as found below.

Aggregate Test Results

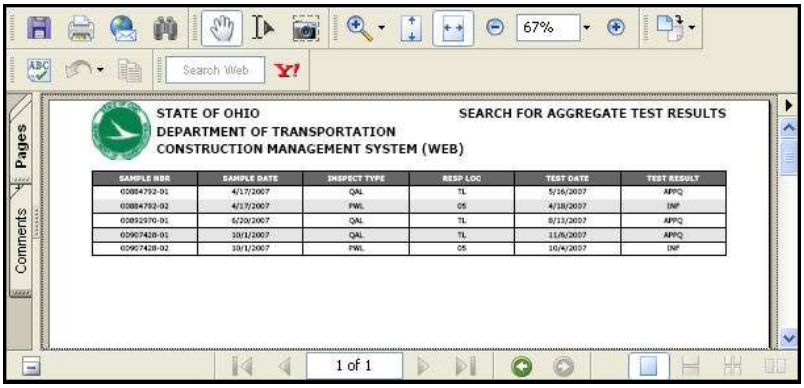
To view the aggregate test results, follow these steps:

1. Choose Aggregate on the **Test Results Type Selection** screen to access the aggregate test results. This opens the **Aggregate Test Results Search Criteria** screen.

2. Select a P/S from the menu.
3. Select a Material from the menu.
4. Select a Date Range. Click the button next to the Begin field to choose the starting date of the date range.
5. Click the button next to the End field to choose the ending date of the date range.
6. Click **Submit**. The list of samples displays.



Note: You can only print this list by clicking the **Print** Print button. The list opens on the screen as an adobe acrobat file that you can save or print .



7. Click the Smpl Nbr link, 00907428-02 for example, to view that sample's results. The test results for the sample open on the screen as an adobe acrobat file.

8. You can save, print, reset the search criteria [Reset], or choose another test result type [Select another Test Result Type].

You can only view one sample's results at a time for aggregate P/S.

Concrete Test Results

To view the concrete test results, follow the steps below. The following fields display all information on the screen in a column format, including all results available during the date range you select:

Date Made	ODOT Sample ID	JMF #	Inspection Type
Project Number	County-Route-Section	Location or Lot/Sublot	Slump (in/mm)
Air %	Temp (F/C)	Yield	Unit Wt.
Strength (PSI/Mpa)	Age (Days)	Strength (PSI/Mpa)	Age (Days)

1. Choose Concrete on the **Test Results Type Selection** screen to access the concrete test results. This opens the **Concrete Test Results Search Criteria** screen.

2. Select the plant name from the P/S menu.
3. Select the material from the Material Class menu.
4. Select the date range for the test results.
5. You can display the information on the screen or download the file directly to an Excel spreadsheet. To confirm information is available for the date range you selected, click the [Display on Screen] button. You can then click the [Save to Excel] button to save the material information to an excel spreadsheet. The **File Download – Security Warning** screen opens.

File Download - Security Warning
Do you want to open or save this file?
Name: ConcreteTestResults.xls
Type: Microsoft Excel Worksheet
From: wwwdev.odotonline.org
Open
Save
Cancel
While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open or save this software. What's the risk?

6. Click **Save**. The **Save As** screen opens.
7. Choose the save location for the file.
8. Type the File Name for the file.
9. Click **Save**. The file is saved to the location designated.

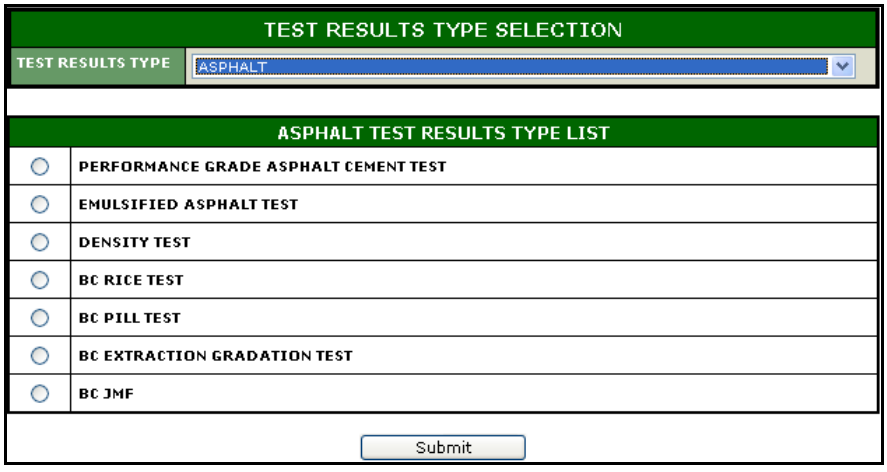
The concrete testing results are saved. You can open the file and insert calculations as needed.

Asphalt Test Results

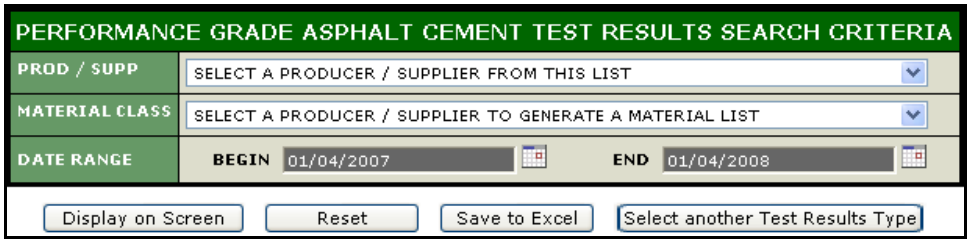
To view the asphalt test results, follow the steps below. The first two tests, the Performance Grade Asphalt Cement Test and Emulsified Asphalt Test, have different options for the search criteria than the other five tests: Density Test, BC Rice Test, BC Pill Test, BC Extraction Gradation Test, and BC JMF.

> **Note:** The JMF number is only associated with the contractor lab. So if you do not have the contractor lab listed in the P/S list, you will not see any results for the BC JMF test.

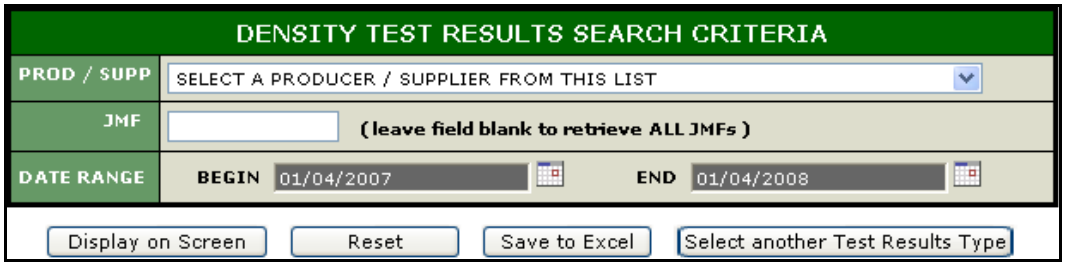
1. Choose Asphalt on the **Test Results Type Selection** screen to access the asphalt test results. This opens the list of asphalt tests.



2. Choose an asphalt test to perform.
3. Click **Submit**. The relevant test results screen opens. The examples here display the two basic screen option types.

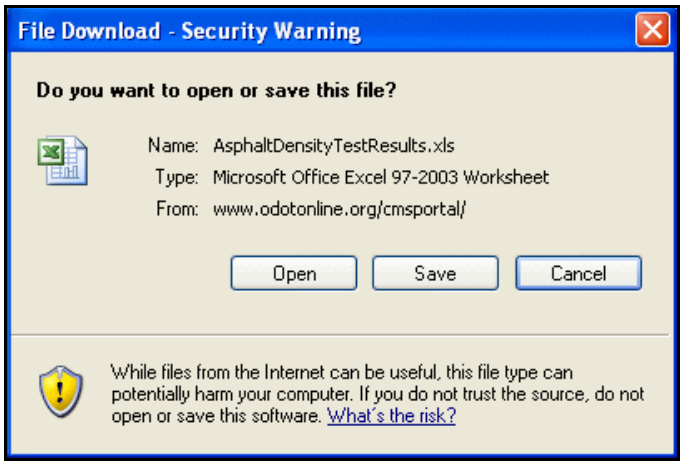

PERFORMANCE GRADE ASPHALT CEMENT TEST RESULTS SEARCH CRITERIA
PROD / SUPP
SELECT A PRODUCER / SUPPLIER FROM THIS LIST
MATERIAL CLASS
SELECT A PRODUCER / SUPPLIER TO GENERATE A MATERIAL LIST
DATE RANGE
BEGIN 01/04/2007
END 01/04/2008
Display on Screen
Reset
Save to Excel
Select another Test Results Type

Options #1



Options #2

4. Options #1 instructions:
    a. Select the plant name from the P/S menu.
    b. Select the material from the Material Class menu.
5. Options #2 instructions:
    a. Select the plant name from the P/S menu.
    b. Type the JMF to search on in this field. To retrieve all JMFs, leave the field blank.
6. Select the date range for the test results.
7. You can display the information on the screen or download the file directly to an Excel spreadsheet. To confirm information is available for the date range you selected, click the Display on Screen button. You can then click the Save to Excel button to save the material information to an excel spreadsheet. The **File Download – Security Warning** screen opens for that test.


File Download - Security Warning
Do you want to open or save this file?
Name: AsphaltDensityTestResults.xls
Type: Microsoft Office Excel 97-2003 Worksheet
From: www.odotonline.org/cmsportal/
Open
Save
Cancel
While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open or save this software. What's the risk?

8. Click **Save**. The **Save As** screen opens.
9. Choose the save location for the file.
10. Type the File Name for the file.
11. Click **Save**. The file is saved to the location designated.

The asphalt test results are saved. You can open the file and insert calculations as needed.